



REPLY TO
THE ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
200 STOWALL STREET
ALEXANDRIA VA 22332



October 20, 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Issuance of the Updated Civilian Human Resources (CHR)
Integrated Definition/Model Task Listings (IDEF)

The Policy and Program Development Division (PPDD) recently completed a comprehensive update of the CHR IDEF. The newly formatted and updated IDEF took effect October 1, 2003, and became available on the Civilian Personnel On-Line (CPOL) website that same day.

The IDEF is comprised of a series of worksheets that depict principal life cycle functions of Army CHR business operations, the major tasks and subtasks of each function, and the CHR component responsible for each task. The IDEF is temporarily accessible from a link in the "What's New" segment on the CPOL home page. It can also be viewed now, and will be viewable permanently, on the CPOL, by clicking the "Reference" tab, then clicking "The Library" tab, selecting the "General Information" option, and selecting the "CHR Integrated Definition Model/Task Listings (IDEF)" option.

This edition of the IDEF is significant and timely because it provides a foundation for servicing agreements that not only impact funding of field personnel operations, but also govern assignment of CHR work by the Installation Management Agency and/or Major Army Commands. Specifically, CHR operations are funded and staffed to perform tasks in the IDEF; work cannot be performed outside parameters set by the IDEF without appropriate resourcing and approval. The IDEF model also supports development and/or revision of Business Process Maps and Standard Operating Procedures that serve as baselines for CHR transformation.

As is indicated on the web-page, the IDEF Version 1.1 is intended to be a living document. Use of the web-publishing approach enables frequent and expeditious revisions in response to changes in legislation and policy, organizational structures/relationships, and mission exigencies.

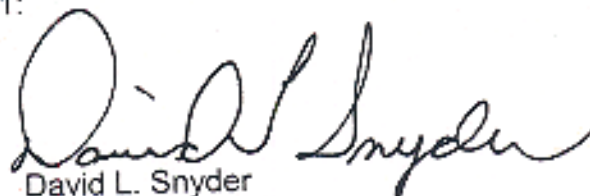
Given the dynamic and varied environments in which Army CHR operations take place, deviations from the IDEF's pre-determined, standardized task assignments are anticipated. However, to ensure revisions are in accordance with established resourcing and servicing agreements, all exceptions, variations, and/or changes must be requested through appropriate command and/or management channels, routed through Civilian Human Resources Agency (CHRA) for concurrence, and staffed and



approved by the Assistant G-1 for Civilian Personnel Policy. Informal IDEF inquiries can be directed to CHRA or the CP-10 Proponency Office in PPDD.

Our thanks go out to all who dedicated resources and thoughtful deliberation to this effort.

FOR THE DEPUTY CHIEF OF STAFF, G-1:



David L. Snyder
Assistant G-1 for Civilian
Personnel Policy

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